CALCULATING BASE PAY FOR SPLIT MONTHS

New Employee with a start date after first day of the month

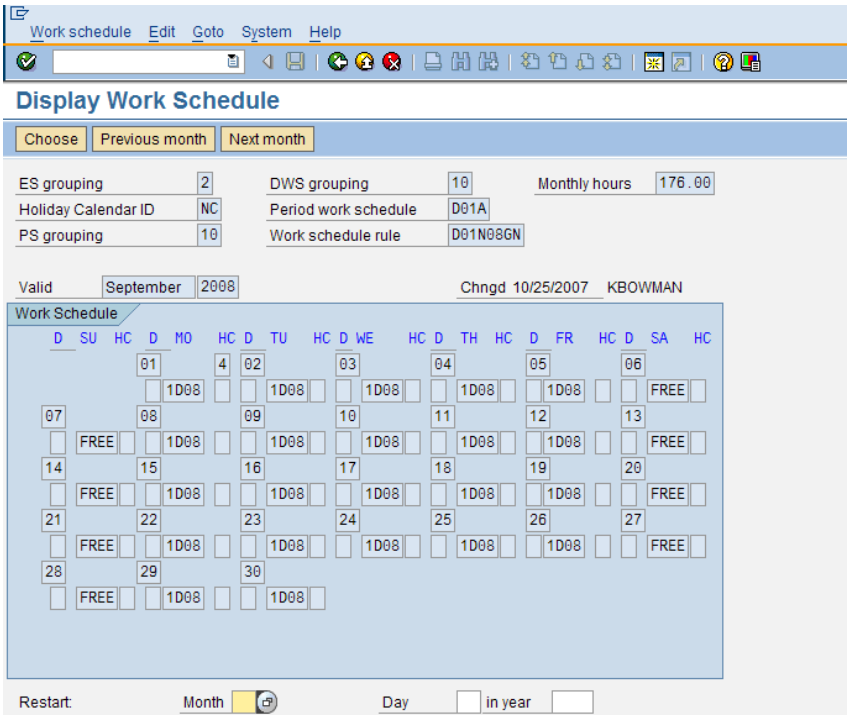
1. Use PA20 to display Planned working time (IT0007) for the employee.
2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.
3. Count the days the employee worked.
4. Count possible work days in the month.
5. Use PA20 to display Basic Pay (IT0008) and look at monthly base pay.
6. Use this equation to figure base pay for the month:

$$\frac{\textit{Number of days employee works for the state}}{\textit{Number of possible working days from the work schedule}} \times \textit{Base Pay} = \textit{Pay Amount}$$

Example 1

Thomas McGregor starts work on September 19

1. Use PA20 to view Planned Working Time (IT0007).
2. Click the Work schedule button to look at Thomas' work schedule.

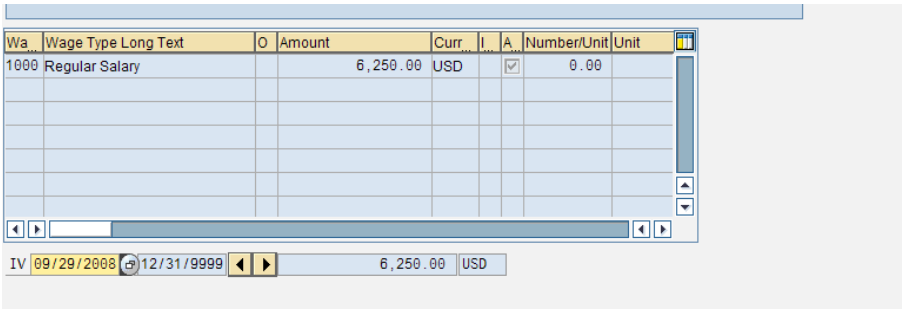


Counting 9/19, he worked **8** days of a possible 22 days.

Example 1 **(continued)**

Thomas McGregor starts work on September 19

3. UsePA20 and Basic Pay (IT0008) to find his monthly base pay, which is $6,250.



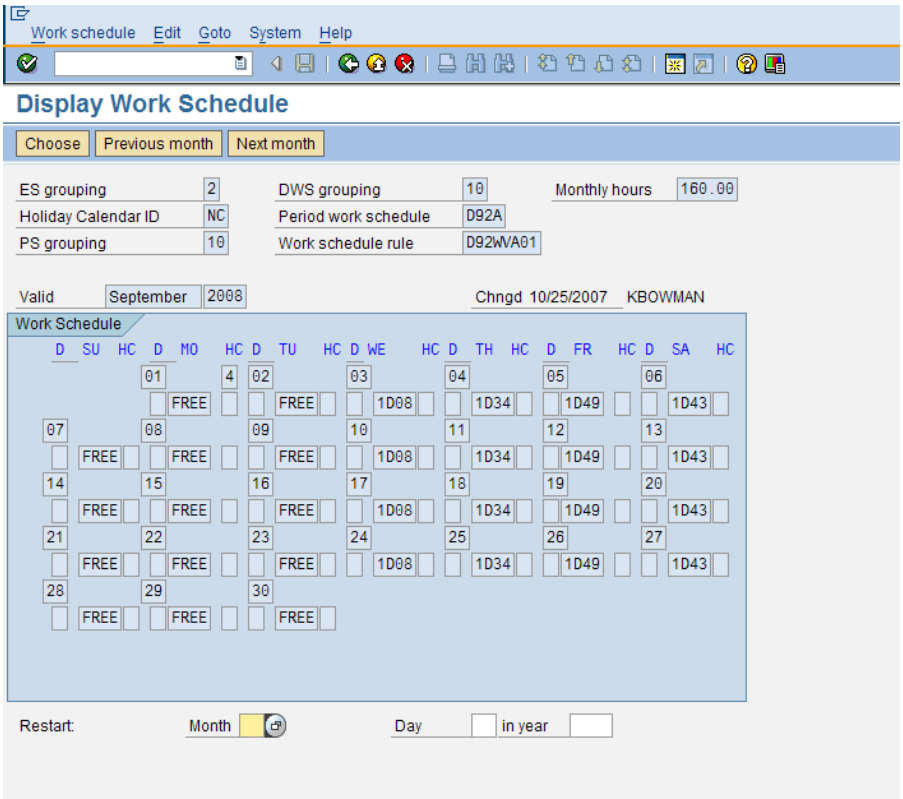
4. Complete the calculation:

$$\frac{8\ (days\ worked)}{22\ (possible\ work\ days\ in\ month)} \times \$6{,}250\ (base\ pay) = \$2{,}272.73 \text{ (September pay)}$$

Example 2

Wanda Hill starts work on September 19

1. Use PA20 to view Planned Working Time (IT0007).
2. Click the Work schedule button to look at her work schedule.

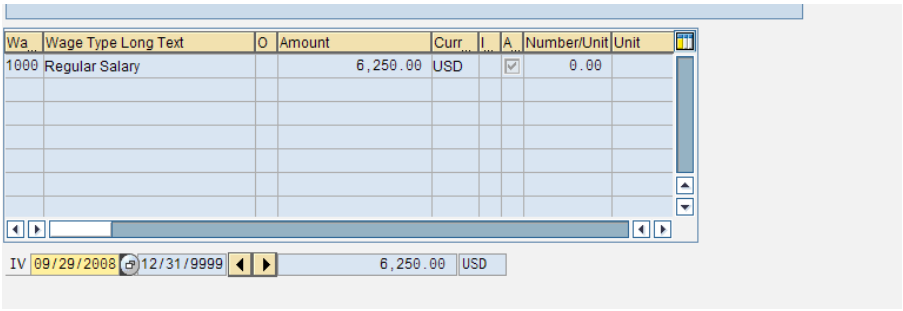


Counting 9/19, she worked **6** days out of a possible 16.

Example 2 **(continued)**

Wanda Hill starts work on September 19

5. UsePA20 and Basic Pay (IT0008) to find her monthly base pay, which is $6,250.



6. Complete the calculation:

$$\frac{6\ (days\ worked)}{16\ (possible\ work\ days\ in\ month)} \times \$6{,}250\ (base\ pay) = \$2{,}343.75 \text{ (September pay)}$$

Current Employee with mid-month salary change

Figure salary for first part of month:

1. Use PA20 to display Planned working time (IT0007) for the employee.
2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.
3. Count the days the employee worked at salary 1.
4. Count possible work days in the month.
5. Use PA20 to display Basic pay (IT0008) to look at monthly base pay for salary 1.
6. Use this equation to figure base pay for salary 1:

$$\frac{Number\ of\ days\ employee\ worked\ at\ salary\ 1}{Number\ of\ possible\ working\ days\ from\ the\ work\ schedule} \times Base\ Pay\ 1 = Salary\ amount\ 1$$

Figure salary for second part of month:

7. Use PA20 to display Planned working time (IT0007) for the employee.
8. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.
9. Count the days the employee worked at salary 2.
10. Count possible work days in the month

11. Use PA20 to display Basic pay (IT0008) to look at monthly base pay for salary 2.
12. Use this equation to figure base pay for salary 2:

$$\frac{Number\ of\ days\ employee\ worked\ at\ salary\ 2}{Number\ of\ possible\ working\ days\ from\ the\ work\ schedule} \times Base\ Pay\ 2 = Salary\ amount\ 2$$

13. Use this equation to figure the total for the month:

$$Salary\ amount\ 1 + Salary\ amount\ 2 = Total\ monthly\ salary$$

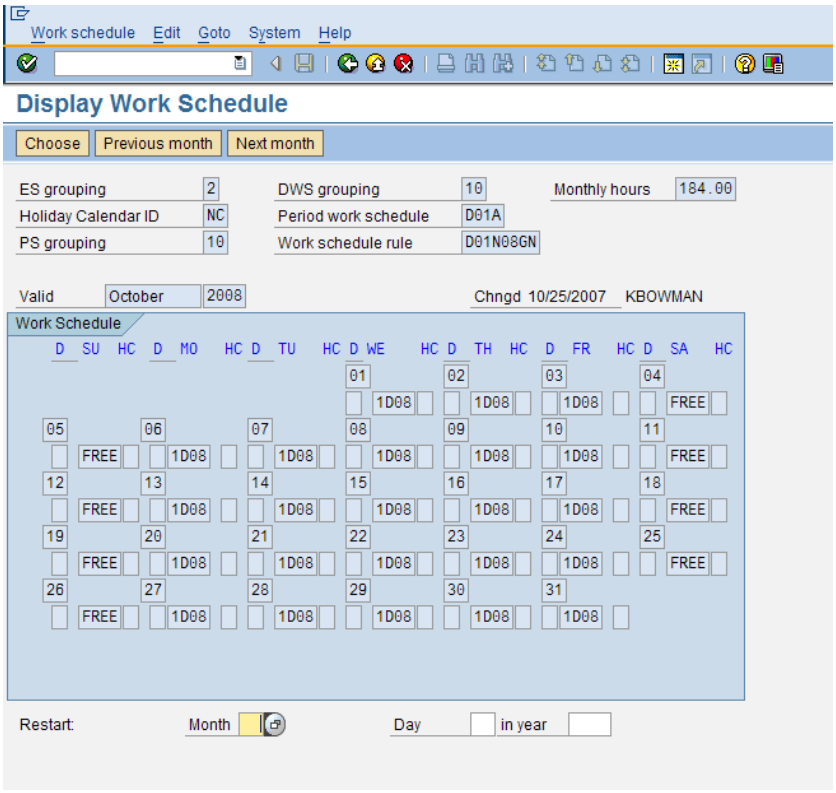
Example 1

Thomas McGregor gets a salary increase mid-month and remains on the same work schedule

Thomas McGregor works from October 1 to October 12 at a rate of $6,250 per month. Effective October 13, he gets a salary increase to $6,680 per month.

Figure salary for first part of month:

1. Use PA20 to display Planned working time (IT0007) for the employee.
2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.
3. Count the days he worked at $6,250 per month.
4. Count possible work days in the month.



Example 1 **(continued)** **Thomas McGregor gets a salary increase mid-month and remains on the same work schedule**	5. Use this equation to figure base pay for salary 1: $$\frac{8\ (days\ worked\ at\ salary\ amount\ 1)}{23\ \ (possible\ working\ days)} \times \$6{,}250\ (Base\ Pay\ 1) = \$2{,}173.91(Salary\ 1)$$ **Figure salary for second part of month:** 6. Use PA20 to display Planned working time (IT0007) for the employee. 7. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month. 8. Count the days the employee worked at $6,680 per month. Since it is the same schedule, possible work days should remain the same. 9. Use this equation to figure base pay for salary 2: $$\frac{15\ (days\ \ worked\ at\ salary\ amount\ 2)}{23\ (possible\ working\ days)} \times \$6{,}680\ (Base\ Pay\ 2) = \$4{,}356.52\ (Salary\ 2)$$ 10. Use this equation to figure the total for the month: $$\$2{,}173.91\ (\text{Salary } 1) + \$4{,}356.52(\text{Salary } 2) = \$6{,}530.43(\text{Total monthly salary})$$
Example 2 **Wanda Hill changes positions mid-month, has a schedule change and a mid-month salary increase.**	Employee Wanda Hill works from September 1 to September 19 at a rate of $6,250. Starting September 23, she starts a new position with a new schedule and a salary increase to a rate of $6,680. **Figure salary for first part of month:** 1. Use PA20 to display Planned working time (IT0007) for the employee. 2. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month. 3. Count the days she worked at $6,250 per month. 4. Count possible work days in the month for the first schedule.

Example 2

(continued)

Wanda Hill changes positions mid-month, has a schedule change and a mid-month salary

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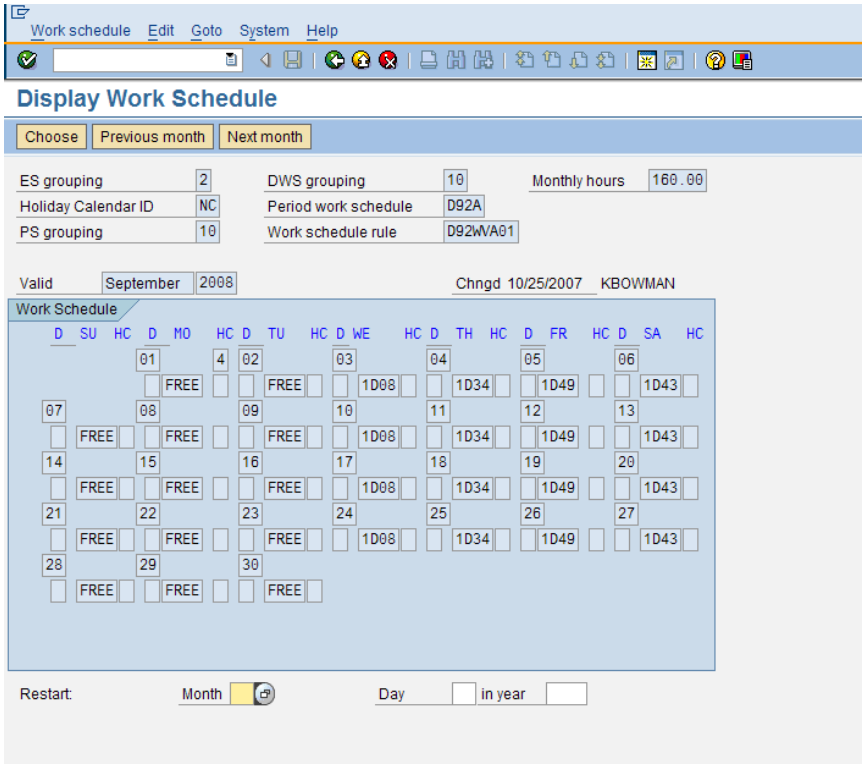


From 9/1 to 9/19, she worked **11** days out of a possible 16.

5. Use this equation to figure base pay for salary 1:

$$\frac{11\ (days\ worked\ at\ salary\ amount\ 1)}{16\ (possible\ working\ days, schedule\ 1)} \times \$6{,}250\ (Base\ Pay\ 1) = \$4{,}296.88\ (Salary\ 1)$$

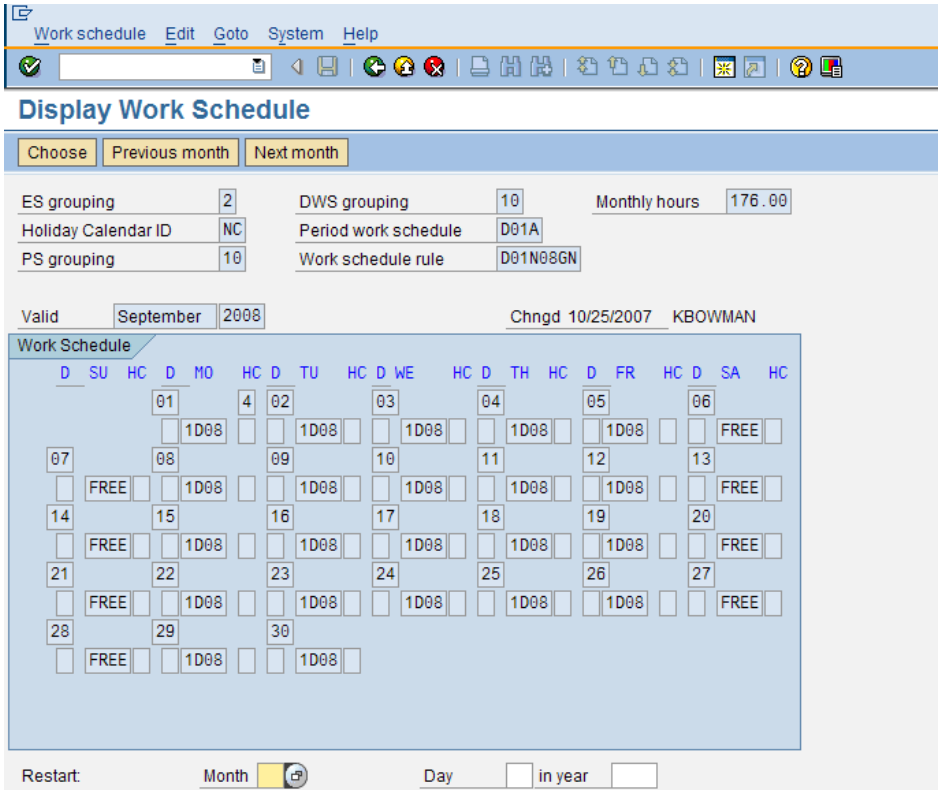
Figure salary for second part of month:

6. Use PA20 to display Planned working time (IT0007) for the employee.
7. Click the Work schedule button to display the calendar. Use the Previous Month or Next Month buttons to display the correct month.
8. Count the days she worked at $6,680 per month.
9. Count possible work days in the month for the second schedule.

From 9/20 to 9/30, she worked **7** days out of a possible 22.

Example 2 **(continued)**

Wanda Hill changes positions mid-month, has a schedule change and a mid-month salary increase.



10. Use this equation to figure base pay for salary 2:

$$\frac{7\ (days\ worked\ at\ salary\ amount\ 2)}{22\ (possible\ working\ days, schedule\ 2)} \times \$6{,}680\ (Base\ Pay\ 2) = \$2{,}125.45\ (Salary\ 2)$$

11. Use this equation to figure the total for the month:

$$\$4{,}296.88\ (Salary\ 1) + \$2{,}125.45\ (Salary\ 2)\ \$6{,}422.33\ (Total\ monthly\ salary)$$